

**MERITO Program**  
**Position Description**  
*Activity Guide Curriculum Developer*

**I. INTRODUCTION:**

a. Background

The Monterey Bay National Marine Sanctuary (MBNMS), the nation's largest marine protected area, encompasses more than 5,300 square miles of central California coastal waters that contain a rich array of habitats and marine life. The Sanctuary program provides protection of these natural resources through research and education to foster public understanding and stewardship of this nationally significant marine area. The Monterey Bay Sanctuary Foundation (MBSF) is a nonprofit organization that works closely with the MBNMS on many education, research and resource protection programs. The MBSF has been contracted by the MBNMS to implement an education and outreach program to reach communities that are not part of mainstream conservation initiatives. Central California has numerous communities for which Spanish (and its associated dialects) is the dominant language.

b. Objectives

The MBSF is responsible for implementing the various components of an existing plan named "Multicultural Education for Resource Issues Threatening Oceans" (MERITO), working closely with all MERITO partners including the local Hispanic community, regional marine education partners, and sanctuary staff. Currently the MERITO program is expanding its afterschool "Watershed Academy" program and will be publishing a new watershed and ocean science activity guide to support teachers and program leaders in implementing these hands-on field and in-class experiences for our community's diverse student groups. The level of expertise needed for this position equates to a Federal Government GS-9.

**II. KEY TASKS AND RESPONSIBILITIES:**

- Work closely with the MERITO program manager to develop a schedule of work that includes deadlines and deliverables. Meet deadlines and produce deliverables, as scheduled.
- Work closely with MERITO staff to develop and produce a final published version of the existing lesson plans centered around watershed and ocean science activities.
- Develop new lesson plans as needed and edit and expand existing lesson plans for use by 5<sup>th</sup> –8<sup>th</sup> grade teachers and program leaders.
- Develop necessary supplemental tools for activity guide lesson plans/modules such as student activity worksheets.
- Coordinate copyright logistics and permission with other curricula providers in relation to MERITO Watershed Activity Guide.
- Provide feedback and updates to the MERITO Program Manager.

- Work with graphics designer to develop final version of MERITO Activity Guide for review by MERITO staff.

### **III. REQUIRED KNOWLEDGE AND EXPERIENCE**

- Demonstrated experience with the development, implementation and evaluation of science curricula, particularly those geared towards culturally diverse audiences and aligned with California state standards and National Education Standards.
- Academic background in science and/or education with work-related experience in curriculum development and editing.
- Knowledge of and familiarity with a broad range of marine conservation issues and their application to the Central California Coast and National Marine Sanctuaries.
- Experience working with K-12 teacher audiences.
- Outstanding verbal and written communication skills specifically in writing for diverse audiences. Fluency in Spanish a plus.

### **IV. SCHEDULE OF DELIVERABLES**

- Develop 5 new lessons/activities to round out themes already in the guide
- Edit existing 49 lessons include background, learning objectives, materials, vocabulary, standards, teacher preparation, activity procedure, related careers, journal prompts and related lessons for all content, user friendly style and tone
- Rearrange lessons into appropriate modules as identified by contractor and MERITO program manager
- Develop/edit 15 worksheets for lessons identified by contractor and MERITO program manager
- Align/check alignment with California state and national standards for science, language arts, mathematics, visual and performing arts and English language development
- Edit/develop 9 module summaries to accurately and thoroughly reflect lessons in each module
- Develop the welcome and introduction sections to guide for teachers and youth leaders
- Edit teacher resource pages
- Work with other curriculum guides to obtain permission to adapt/use select activities in the Watershed Activity Guide

### **V. PERSONNEL REQUIREMENTS**

The contractor will bill the Monterey Bay Sanctuary Foundation (MBSF) based upon completion of deliverables outlined in section IV or portions thereof as agreed to by the contractor and the MBSF. Benefits and insurance are not included and are the responsibility of the contractor. This is considered a project-based position. Product delivery completes the contract.

**VI. TRAVEL AND OTHER DIRECT COSTS**

Transportation to the MBNMS office for meetings with MERITO staff is the responsibility of the contractor.

**VII. FURNISHED EQUIPMENT**

The contractor will have access to a copier, printer, fax and phone for mailings or other communication needs, but will not have a permanent space provided.

**VIII. PERIOD OF PERFORMANCE**

A final product is desired by August of 2005 to commence with graphic work and layout.

**IX. APPLICATION DEADLINE: Open until filled**

Interested applicants please submit a cover letter, a resume and writing/curriculum sample via email to:

[michelle.templeton@noaa.gov](mailto:michelle.templeton@noaa.gov) or,

Monterey Bay National Marine Sanctuary

Attn: Michelle Templeton, MERITO Program Manager

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